

MINUTES
HISTORIC PRESERVATION COMMISSION
Monday, August 8, 2016
City Hall, Room 210
4:00 p.m.

MEMBERS: Chairperson Ald. Mark Steuer, Roger Retzlaff, Dave Boyce, Susan Ley, Patti Olson, and Dennis Doucette; Jason Flatt – HPC staff person

MEMBERS EXCUSED: Jeanine Mead

ALSO PRESENT: Janet Bonkowski and Shawn Aalsma

APPROVAL OF MINUTES:

Approve July 11, 2016 minutes

A motion was made by R. Retzlaff and seconded by S. Ley to approve the July 11, 2016 minutes. Motion carried.

APPROVAL OF AGENDA:

Modify and adopt agenda

A motion was made by R. Retzlaff and seconded by S. Ley to approve the agenda. Motion carried.

DESIGN REVIEWS:

1. Design Review 840 S. Quincy Street.

Janet Bonkowski, 840 S. Quincy Street, appeared and stated they want to raze the old garage and build a new one. The current garage is deteriorating and the concrete slab is cracked. The proposed garage will mimic the style of the house and will be larger than the current garage, with the driveway entering onto Quincy Street.

R. Retzlaff stated the drawings do not reflect the historical features of the house and suggested that a hip roof be constructed rather than the proposed gable roof. Ms. Bonkowski stated she will explore options for the roof.

A motion was made by D. Doucette and seconded by R. Retzlaff to approve the design review at 840 S. Quincy Street, with the recommendation that a hip roof construction be employed rather than a gable roof. Motion carried.

2. Design Review 914 S. Quincy Street.

Shawn Aalsma appeared and stated he works for Heritage Custom Homes and is the agent for Lee and Kathy Bialkowski, the home owners of 914 S. Quincy Street. They would like to add a third stall to the existing two stall garage. The third stall

will consist of four walls and have a covered indoor/outdoor dining area behind it. They plan to replicate the house's exterior and design on the garage.

A motion was made by R. Retzlaff and seconded by S. Ley to approve the design review at 914 S. Quincy Street. Motion carried.

CONTINUING BUSINESS:

3. Report by Jason Flatt on projects and initiatives from July and projected for August. A schedule for future meetings with various neighborhood associations and other groups will be discussed.

J. Flatt stated that included in the HPC packet were briefs for the above design reviews that were taken from the draft preservation plan he has for the Astor District. The description near the top of the form is taken from the WI Architecture and History Inventory, and from the category Stewardship down, it describes the character, which is important as a contributing property; any individual features that contribute to its integrity; and any alterations that are visible.

J. Flatt stated he has used this appendix information and has covered nearly 80% of the homes in the Astor District using this information. The addresses are in picture and Excel files. The point of the Stewardship information is to keep this Commission informed of what type of exterior exists vs the changes that are being proposed. Garages aren't of high importance unless they are noteworthy to the house, such as a carriage house.

R. Retzlaff suggested contacting Berners-Schober for information on homes they designed in the Astor Park area.

Discussion that followed included: the importance of the preservation plan detail sheets to this Commission and to the home owner when it comes to making alterations or additions; and the link to the NHRP nomination list.

J. Flatt reported that the State Historic Preservation Officer (SHPO) suggested meeting with downtown east side private property owners on August 23 or September 27, to discuss placement on the national register. At least 50.1% of the owners would have to agree to this status. They also requested a representative from the City be present to inform the owners what the National Register is, and what tax credits and other benefits would be available to them. It was decided to have the meeting September 27 in order to have time to contact the property owners.

J. Flatt stated he may have the draft preservation plan for Astor completed by the end of September.

A motion was made by R. Retzlaff and seconded by S. Lee to receive and place on file the report by Jason Flatt on projects and initiatives from July and projected for August. Motion carried.

4. Status Report on the Common Council revising HP ordinances in order for Green Bay to achieve CLG status.

Ald. Steuer stated that he and J. Flatt met with staff from the City Attorney's Office and Community and Economic Development for their assistance in drawing up a draft of the HP ordinances. The draft plan is now ready to present to Common Council members for their opinion before a final vote is made. A copy of this plan will be given to the Commission members as well.

R. Retzlaff suggested that background information on why the changes are being made to the ordinance is presented to the Common Council. J. Flatt replied this is reflected in the draft, along with a flow chart that can be followed. D. Boyce suggested creating a video describing the draft and why the changes were made to be placed on the City website to receive feedback from the public as well as Council members. J. Flatt stated he could prepare a video.

R. Retzlaff also suggested informing Council members that the ordinance needs to be in place for this Commission to apply for CLG status in order to apply for grants to ensure a solid, sustainable historic preservation for the future.

Ald. Steuer stated he won't present the draft to Council until everything is put into place. J. Flatt suggested that the Astor preservation plan be included with the video and draft ordinance.

R. Retzlaff commended J. Flatt for the great job he's doing developing briefs for the design reviews.

A motion was made by S. Ley and seconded by D. Boyce to receive and place on file the Status Report on the Common Council revising HP ordinances in order for Green Bay to achieve CLG status. Motion carried.

5. Status Report on the Common Council implementing a waiting period for razing buildings.

Ald. Steuer stated that at this time he didn't want to have this waiting period for razing mixed in with getting the HP ordinance approved and felt that the Inspection Department wouldn't agree with a 30-day waiting period.

J. Flatt stated during the meeting with Community & Economic Development it was discovered that permits for roofing, windows and siding haven't been required for several years. When a permit is issued it triggers an HPC review if it is located in an historic district, and this is no longer happening for those types of projects. Ald. Steuer stated he plans to put in a communication to the Common Council to reinstate these permits. P. Olson stated the City is also missing out on the revenue created from these permits.

A motion was made by S. Ley and seconded by P. Olson to receive and place on file the Status Report on the Common Council implementing a waiting period for razing buildings. Motion carried.

6. Status Report on the progress toward local historic designation of the Ft. Howard site.

J. Flatt stated with more information it's likely eligible for the national register because of the archeological aspect there. Ald. Steuer reported that he hasn't received a report on the ground penetrating radar from the Neville Museum yet.

R. Retzlaff suggested holding the next meeting at the museum.

Discussion included using a marker to designate this site.

A motion was made by S. Ley and seconded by P. Olson to receive and place on file the Status Report regarding the progress toward local historic designation of the Ft. Howard site. Motion carried.

7. Eastside downtown historic district update.

Ald. Steuer stated this item was discussed as part of item #3 and encouraged Commission members to appear at the September 27 meeting.

R. Retzlaff reported that an article needs to be published in the newspaper stating that this Commission is attending the meeting even though HPC business will not be conducted.

A motion was made by D. Boyce and seconded by S. Ley to receive and place on file the Eastside downtown historic district update. Motion carried.

NEW BUSINESS:

8. Review July 2016 Building Activity Reports

Ald. Steuer stated the report has a new format to fit this Commission needs. The full report is still available for viewing.

Ald. Steuer inquired if J. Flatt still documents and photographs all raze projects. J. Flatt stated he is only made aware of razes that were ordered by the City.

D. Boyce suggested that the date the permit was issued be noted on the report.

R. Retzlaff stated that this Commission should take the opportunity to get out and look at the properties listed on this report.

A motion was made by D. Boyce and seconded by S. Ley to receive and place on file the July 2016 Building Activity Report. Motion carried.

9. Review City Raze/Repair Orders and Demolitions

There weren't any raze or repair orders issued this month.

A motion was made by Ald. Steuer and seconded by S. Ley to receive and place on file the City Raze/Repair Orders and Demolitions. Motion carried.

OTHER ANNOUNCEMENTS AND NEWS

Ald. Steuer announced that he and J. Flatt attended the bicentennial of the 200th anniversary of US troops landing in Green Bay held at the museum and shared what some of the speakers discussed.

NEXT MEETING DATE: September 12, 2016

ADJOURNMENT:

A motion was made by R. Retzlaff and seconded by S. Ley to adjourn the meeting at 5:23 p.m.